



OFFICE MEMORANDUM

DATE: September 16, 1996

TO: District Engineers
District Field Engineers
Resident/Project Engineers
Project Development Engineers
Design Supervisory Engineers
Design Unit Leaders/Consultant Coordinators
Design Quality Assurance Engineers

FROM: Gary D. Taylor
Chief Engineer/Bureau Director
Bureau of Highway Technical Services

Thomas A. Coleman
Bureau Director
Bureau of Highway Operations

**SUBJECT: JOINT CONSTRUCTION AND DESIGN CONSTRUCTION CIRCULAR
LETTER 1996-A
Evaluation of our Design/Construction Plans and Proposals (Packages)**

In the interest of Total Quality and to provide a missing feedback loop for the continuous improvement of our Design/Construction plans and proposals (hereinafter referred to as packages), the attached three forms (Form 285-1: Evaluation of Concept Statement/Engineering Report Recommendation in Conjunction with Scope Verification; Form 285-2: Design/Construction Package Evaluation; and Form 285-3: Preliminary/Final Right of Way Submittal Review) were developed for use in evaluating the packages at various stages of both a project's development and delivery (construction) cycles. A cross-functional team including Michigan Department of Transportation (MDOT), Federal Highway Administration (FHWA), and Contractor representatives developed these forms.

So that we may more accurately and completely identify and measure successes and/or problem areas and any incremental improvements, it is essential that these evaluations be mandatorily made on all projects from this point forward. These evaluations should begin at the first possible indicated stage (process step) within the project's development or delivery cycles (e.g., for a project with plans already 50 percent complete, begin evaluating the package at the Plans 70-80 Percent Complete Process Step on Form 285-2).

These same forms should be used to evaluate either a Consultant-designed or MDOT (in-house)-designed project. Form 225 (Plans and Specifications Evaluation) has been replaced by new Form 285-2, and should no longer be used. Your evaluations made on the new forms will have an affect on the Design Consultant's Pre-Qualification and/or will indicate strengths and weaknesses in our internal MDOT development and delivery processes.

Most of these evaluations were timed so that they can be made in conjunction with already-existing, related meetings (e.g., the Preconstruction Meeting) and by selected participants from the meeting. Where more than one evaluator is indicated, each evaluator designated is urged to work together to complete the evaluation form jointly and before leaving the meeting site. As the Prime Contractor is also a designated evaluator at the Preconstruction Meeting and Post Construction Project Review Meeting Process Steps on Form 285-2, please emphasize and encourage their participation as evaluators at these steps and make the forms available for their use. The designated evaluators are indicated on each of the forms, and every completed form should be sent to the Engineer of Design for distribution to the appropriate areas.

As we improve the tracking of our successes and problem areas with the submission of these forms per stage of development and delivery, we may in the future be able to reduce the number of evaluations required per project. Also, with the enactment of recommended Plan Review Re-engineering, the Plans 35 Percent Complete and the Plans 70-80 Percent Complete Process Steps will be combined, requiring one less plan review and evaluation. Meanwhile, your full cooperation in providing a thorough and objective review and evaluation of our packages at the various stages is requested.

These forms will be available at the Forms Storeroom beginning October 1, 1996. Also, it is expected that these forms will be available in an Electronic Form format after the first of the year.

Thank you in advance for your help in this matter.

Gary D. Taylor
Chief Engineer/Bureau Director

Thomas A. Coleman
Bureau Director

BOH:CD:PFM:MLL:tml
Attachments

cc: Lansing Construction Division Engineers
 Lansing Construction Technicians
 POST on bulletin board
 Engineering Services Division
 M&T Division
 Design Division
 Maintenance Division
 T&S Division
 OEO, Jesse Brown
 R. Welke
 T. Coleman
 G. Taylor
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 R. Knapp
 R. Beckon
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Subject Index: Plans and Proposals